



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Bus Monitor

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Bus Monitor**
Supervisor: Head Start Director
Location: Quileute Head Start,
Work Info: Full Time M – F
Salary: DOQ/E

POSITION SUMMARY:

The Head Start bus monitor is responsible for assisting the bus driver in providing ongoing and emergency support to students (both ambulator and non-ambulatory) while riding, loading, and unloading the school bus to ensure the safety of all passengers.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Monitors students while on the bus; maintains safety and order on the bus, ensures students wear seatbelts; provides first aid to ill or injured students; Assists students with homework and general lesson review.
- Assists with the loading and unloading of students on/off the bus.
- Maintains cleanliness of the bus by sweeping and removing all trash items from the bus interior.
- Performs post-trip wipe-down of the interior of the vehicle due to health or other emergencies and concerns.
- Assists bus driver with routes, directions and while the vehicle is driving in reverse.
- Assists during emergencies, evacuation planning, and drills; provides knowledge and operates emergency window exits.
- Write accident and injury reports as necessary.
- Maintains confidentiality.
- Keeps a running track of all children that enter and leave the bus and ensures that all Head Start policies are followed.
- Distribute all paperwork to families sent by the teachers or other staff
- Required to have prompt, regular attendance in person and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.
- Assists in the office and in the classroom as needed
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Must be able to follow written and oral instructions quickly and accurately.
- Must be able to handle sensitive and confidential information.
- Excellent written and verbal communication skills with students and adults.
- Knowledge and understanding of the proper use of child restraint systems used for transporting students with special needs.
- Ability to support the value of an education.
- Ability to assist students with patience and understanding.
- Ability to comply with all Quileute Head Start and Quileute Tribes policies, rules and regulations.

WORK ENVIRONMENT:

- Excessive travel on a bus
- Some desk work in an open office environment

PHYSICAL DEMANDS:

- Requires prolonged sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning and reaching.
- Requires climbing and balancing.
- Must be able to work indoors and outdoors year-round.
- Extensive bus travel is required.
- Requires regular attendance and/or physical presence at the job.

SUPERVISORY RESPONSIBILITY:

Supervision of children

QUALIFICATIONS:**Required Qualifications:**

- High School Diploma or GED. Or working towards a GED or High School Diploma, with the stipulation of completing within one year of being hired. If not completed will be immediately self-terminated
- First Aid and blood-borne pathogens training
- Food Handlers certificate
- CPR training and certificate
- Yearly physical w/TB screening
- Positive Background checks which include no record of child abuse or neglect
- **Preferred** 1 year of work experience as a bus monitor

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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